

Fredericksburg Parks, Recreation and Public Facilities

Memorial Park Tennis Court Usage Form

Organization Name: _____ Date: _____

Organization/Group's Address: _____

Organization's Contact _____ Phone (____) _____ Fax (____) _____

Does individual/ organization have liability insurance? Yes ____ No ____ (if yes, please attach)

Reason for reservation:

DATES	DAY OF WEEK	TIMES	# OF COURTS	PURPOSE

*please indicate if a date requested is a "rain date"

Please note: although there are 8 courts at Memorial Park the Parks and Recreation Department reserves the right to keep a minimum of 2 courts available for public use during rental periods.

Will you be using the grassy area next to the courts for a registration, spectator or official area? If so, in what capacity? _____

Contact information of person at the courts on day of reservation:

Name: _____ Phone (H): _____ (cell) _____

By signing below the undersigned certifies that he/she acknowledges receipt of and has read the attached Court Usage/ Reservation Policy and will abide by the FPR policies and procedures. The undersigned also acknowledges and agrees that he/she will be held liable for any and all damages to the FPR property by user or user's guest.

Printed Name

Signature

Date

FPR Authorized Representative

Date

Fredericksburg Parks, Recreation and Public Facilities

Memorial Park Tennis Courts User Policy

I. RECREATIONAL PLAY

- A. Priority use of the courts is recreational play for the general public, especially city residents.
- B. Court rules and regulations are posted on-site and should be obeyed by all patrons at all times. They include:
 - 1. Hours of operation, 6:00 a.m. – 10:00 p.m., year-round.
 - 2. Courts are available on a first-come, first-serve basis.
 - 3. Court time should be limited to one and one quarter hour if others are waiting.
 - 4. Shirts and shoes must be worn at all times.
 - 5. No glass, street shoes, skateboards, skates, bicycles, etc. on courts.
 - 6. Rules and etiquette of tennis should be observed at all times.

II. DEPARTMENTAL PROGRAMS

- A. This department will offer instructional clinics, classes, tournaments, league tennis and special events, at which times some courts will be reserved.
- B. At all times when courts are to be reserved for department sponsored activities, a sign will be posted on-site at least 48 hours in advance of the event, stating which courts are reserved and the hours they will be used.

III. NON-DEPARTMENTAL EVENTS

- A. Should groups or individuals desire to reserve the court facility for tennis events, they may do so by filling out a reservation form and getting permission from the Director.
- B. User groups will be charged a fee of \$10.00 per court for 3 hours or \$4.00 an hour per court.
- C. During rental times some courts will be made available to the public.
- D. An area for registration, spectator viewing, tournament desks and draws, hospitality, etc. may be set up in the grassy area adjacent to the courts. If group will be using grassy area please indicate such usage on the reservation form

IV. PRIVATE TEACHING

- A. Private teaching for profit will be subject to the lowest priority of all facility uses.
- B. Teaching sessions are subject to all rules and regulations posted on-site, as well as the clarifications and additional rules listed below.

- C. Instructors are not free to use a court for more than the allotted time period. Student turnover each hour does not equate with vacating the court. The time on the court is determined by the instructor, who must leave the court if people are waiting, and wait in turn for the next available court.
- D. For the safety and consideration of other players, hoppers should not be used on the six main courts when courts are busy. Hoppers may be used on the two courts which are self-enclosed.

V. COURT USAGE/ FEES

- A. All groups or individuals wanting to reserve courts may need to pay a user fee which will be based upon the Department's Fee Policy. Waiver of usage fees will be based upon Department's Fee Waiver Policy.
- B. Payment of rental fee is required before use of courts.
- C. Upon approval of the Facility Use Permit a confirmation e-mail or letter will be sent to user organization or individual confirming the date, time and courts reserved.
- D. Notification of cancellation must be given at least twenty-four hours prior to requested usage dates. No fee will be refunded with a less than 24 hour cancellation notice. In the event of a cancellation, approximately thirty (30) business days is required for the processing of any refund.
- E. Any reservations may be made up to 6 months in advance but no later than 48 hours in advance or requested event. Inclement weather conditions may be cause for time of reservation to be adjusted.
- F. The undersigned shall be responsible for cleanup and care of the courts used. Failure to do so may result in a loss of privilege.
- G. Rental of the courts entitles the user group the use of only the courts specified. Use of any additional or available courts without a prior rental agreement is strictly prohibited, and the offending user group or individual will be charged an additional court usage fee. Non-compliance with the usage policy may result in the loss of privileges.
- H. Proper insurance verification must be presented where deemed necessary according to the event or function type.
- I. All court rules are to be abided by at all times.